FACULTY OF SCIENCES

STAFF HANDBOOK

2015/2016

University of Kent

SCHOOL OF MATHEMATICS, STATISTICS AND ACTUARIAL SCIENCE
Welcome to the School of Mathematics, Statistics and Actuarial Science

Welcome from the Head of School

Dear Member of Staff

Welcome to the University of Kent and in particular to the School of Mathematics, Statistics and Actuarial Science, part of the Sciences Faculty.

We very much hope that you will both enjoy and obtain great benefit from being a member of staff here. This booklet is intended as a means of giving you information about what you need to know when you first arrive and information about the School of Mathematics, Statistics and Actuarial Science (which we often abbreviate to ‘School’ or ‘SMSAS’). Some of the information is relevant to all staff, but it is intended as a guide for new staff.

In the following pages we provide various items of information which will be important to you either now or later. Please read through them NOW and then refer to them as necessary. I hope that they will answer any questions you have but if not, please ask the School Administration Manager. If he cannot help then he will suggest or consult someone else. As Head of the School I have an ultimate responsibility for the affairs of the SMSAS and as a last resort you should contact me for help with any unresolved difficulties.

Best wishes for your future

Professor Peter Hydon
Head of the School of Mathematics, Statistics and Actuarial Science
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Important Information for New Staff

Computing account/facilities
Registration on computing systems, and access to computing resources, can be arranged via Derek Baldwin, Web & Computing Officer; extension 4548, room E02a – adjacent to the Maths Lecture Theatre.

Email Lists
The School maintains a number of email lists (@kent.ac.uk)
- ims-staff: All SMSAS Staff
- ims-pg: All SMSAS Research Postgraduate Students
- imadmin: Professional Support staff
- SMSASHoS: Head of School
- SMSASSAM: School Administration Manager
- SMSASTimetable: Timetable queries and changes
- SMSASSupport: Student Support adviser and Senior Tutor
- SMSAS-st0: Foundation Year Students
- SMSAS-st1: Stage 1 Undergraduates
- SMSAS-st2: Stage 2 Undergraduates
- SMSAS-st3: Stage 3 Undergraduates
- SMSAS-pgt: Taught Postgraduate Students

Please refer any enquiries about computing facilities and the School websites to Derek Baldwin.

Useful information about IT services for staff can be found online at [http://www.kent.ac.uk/itservices/staff](http://www.kent.ac.uk/itservices/staff).

On arrival please come to the SMSAS Admin Office (Room E01).

Keys and card access
Keys and access cards are issued by the staff in the Admin Office. Keys should always be carried with you and your office should be locked when not in use.

Please make sure that any locked door you open is secured behind you. This is particularly important with the external doors, as their self-closing mechanisms do not always work correctly.

Student Data System access
Once you have your Kent computing account you can be granted access to the University Student Data System (SDS). You should automatically be granted access to SDS on the web, if you do not have the relevant permissions please speak to the School Administration Manager in the first instance.

Health and Safety Induction
Please see Lucy Durrant or Frances Reading in the School Admin Office to arrange health and safety induction.

Structure of Academic Year and Key dates
The University of Kent operates a 12-12-6 teaching pattern. The academic year begins in September. Most teaching takes place in the autumn and spring terms (each 12 weeks long); the 6-week summer term is reserved primarily for University examinations. Resit examinations are usually held in August.

The Board of Examiners meets towards the end of the summer term to confirm final results which we aim to publish before the end of the summer term. First and second year results are published slightly later.

Congregation usually takes place in July although exact times and dates vary from year to year. There is a second congregation ceremony in November for some courses which do not fit within the standard undergraduate academic year (e.g. Masters programmes).

Term dates for future academic years can be found on the web
http://www.kent.ac.uk/about/termdates.html
Owen Lyne          MMathStat 4 Year Integrated Masters (GG31)
John Millett       Actuarial Science (N323)
Antonis Alexandridis Financial Maths (GN13)
Joe Watkins        Maths with a Foundation Year (G108)

**Directors of Studies (Taught Postgraduate Programmes)**

- Jing Ping Wang          MSc Mathematics and its Applications
- Jim Griffin             MSc Statistics and Statistics with Finance
- Loba van der Bijl       MSc Finance Investment and Risk
- John Millett            Postgraduate Diploma Actuarial Science
- John Millett            MSc Applied Actuarial Science

**Examinations Officers**

- Owen Lyne, Ian Wood (Deputy) All Maths u/g programmes
- Andrew Jackson           All ActSci programmes
- Bas Lemmens               MSc Maths
- Fabrizio Leisen          MSc Stats
- Loba van der Bijl        MSc FinIR

**Admissions Officers**

- Undergraduate            Chris Woodcock (Deputy Peter McQuire)
- PDip/MSc ActSci           John Millett
- MSc Maths                 Bas Lemmens
- MSc Stats                 Jim Griffin
- MSc FinIR                 Loba Van der Bijl
- Research Maths           Steffen Krusch
- Research Stats           Xue Wang
- Research ActSci           Andrew James

**Seminar Coordinators**

- Mathematics               Constanze Roitzheim
- Actuarial Science         Pradip Tapadar
- Statistics                Efang Kong
- Finance                   Jaideep Oberoi

**Library Representatives**

- Maths                     Constanze Roitzheim
- Statistics                Jim Griffin
- Actuarial Science         Guy Barker

**PT-Teaching Coordinators**

Markus Rosenkranz, Antonis Alexandridis and Efang Kong

**Staff Mentors**

The Head of School will assign a probationary supervisor from within the School and a mentor for the PGCHE programme who should be your first points of contact for queries and problems. You will be introduced to your probationary supervisor as part of the induction process.
School Professional Support Staff
The School Office is manned between 9am and 4pm. The student counter is open between 9.00am (10.00am on Wednesdays) -12.00 noon and 2.00pm - 4.00pm daily for student queries.

The following is intended to give you a guide as to who to ask but if you are unsure please ask any of the staff in the office and they will direct you to the most appropriate person:

School Office E01
Office Manager, Cherie Bateman (Mon-Fri 9am – 2.30pm). School Office E01:
- Any issues regarding the management of the day to day running of the School Office.
- Undergraduate student administration including maintenance of information on the student data system, set up of module assessment patterns,
- Maintaining SDS record of coursework submission deadlines
- Maintenance of the School’s programme handbooks

PAs to Head of School, Lucy Durrant (Mon-Wed) and Frances Reading (Wed-Fri) . School Office E01:
- Induction of new staff.
- Arranging meetings with/for Head of School and Heads of Groups.
- Organisation of one-off events including conferences and workshops.
- Room refurbishments and issues regarding estates and buildings.
- Matters for the School Board and Athena Swan Committee.
- Processing expense claims and travel bookings.
- Maintenance of staff lists and updates to University directory.
- Timetabling of School facilities including bookings for McVittie, Terminal Rooms and Maths LT (out of term).

Undergraduate Support Officer, Christine Seale. School Office E01:
- Undergraduate student administration
- Module registrations and module changes
- Coursework and examination mark entry
- Programme transfers, intermissions and change of status.

Clerical Assistant, Rebecca Broom. School Office E01:
- First point of contact for all internal and external enquiries to the School
- Attendance sheets and entry of data for student attendance monitoring.
- Liaison with University Print Unit to manage print requests for academic staff.
- Stationery orders.
- Reporting faults of office equipment, photocopiers, fax etc to respective support engineers as well as internal maintenance-related issues to Estates Dept.

Student Support Advisor, Kellyann Ward. Room E02:
- Support and guidance to students requiring pastoral or non-academic (course related) advice
- Advice on implementation of support for students with Inclusive Learning Plans
- Liaison with Disability and Dyslexia Support Service
• Administration of the School concessions process
• Matters for the Learning and Teaching Committee

Student Engagement and QA Officer, Jessica Farnham. Room S06:
• Any queries relating to timetabling
• Requests for central room bookings
• Management of the module feedback system (EvaSys)
• Liaison with Student Representatives and the School’s student society
• Peer Mentoring
• Matters for the Staff Student Committee and the Student Experience Committee

Finance and Marketing Administrator, Judith Broom (Mon-Wed and Fri). Room S11:
• Administration of research grants and contracts
• Liaison with Research Office on financial issues
• Advice on financial procedures
• Conference, accommodation and travel bookings.

Placements Officer, Nikki Ellis. Room S08:
• Issues regarding programmes with a placement in Industry.
• Helping students to find and apply for suitable placements.
• Undertaking visits to students on placement.
• All other matters relating to industrial placements.

Postgraduate Research Support Officer, Claire Carter. Room 124, Rutherford Annex:
• All issues relating to research postgraduate students
• Administrative matters relating to research.
• More general issues on matters relating to postgraduate affairs.
• Support for academic staff in applying for research funding.
• Matters for Research and Enterprise, PG Staff Student Liaison and Graduate Studies committees.

Web and Computing Officer, Derek Baldwin. Room E02a:
• All queries relating to computing, hardware, applications, and the School websites.
• Hardware inventory,
• Moodle (Virtual Learning Environment)
• Maintenance of the websites www.kent.ac.uk/smsas and www.kent.ac.uk/casri.
• General hardware and software support,
• Liaison with Information Services.

School Administration Manager, Frank Sowrey. Room S08:
• All matters relating to administration and support for students and academic staff
• Strategic planning
• Financial management
• Resource management
• Advice on University and School policy, regulations and procedure
General Information

Photocopying and Printing
A photocopier is available in Room E111 in the Mathematical Institute and in Rm 8 in the Rutherford Annex.

Shared printers which all SMSAS staff can access are:

- Staffprinting\DPMA111 SMSAS shared printer/copier (1st floor)
- Staffprinting\DPMAN05 SMSAS shared printer (2nd floor)
- Staffprinting\dpma605 Rutherford Annexe printer
- Staffprinting\dpma-annexe Rutherford Annexe printer/copier

Additional School computing resources available upon request include:

- Staffprinting\DPMA500 SMSAS shared printer (1st floor)
- Staffprinting\DPMA501 SMSAS colour printer (1st floor)
- HERON University UNIX Server
- BAYES School Server
- GAUSS School Server
- MANGO School Server, host for personal web pages

You are expected to undertake your own photocopying. Use of the School copiers is enabled via your staff KentOne card, if you have any problems accessing the copiers please contact the staff in the School Office. There is an additional copier located on the ground floor by the foyer to the School Office.

It is more cost effective and time efficient if large copying jobs are sent to the University Print Unit, large photocopying jobs should be sent to the University Print unit. In this context large would be anything over 6 sides (backed) with more than 30 copies or more than 100 copies of any document regardless of page count.

School Office staff are available to assist with one off print jobs providing sufficient notice is given.

If the photocopier jams and you are unsure how to fix it, please advise the School Office staff (sending an email to imsadmin or phoning extension 7181 is simplest.).

The School has a colour laser printer which is located in room E111. Staff are encouraged to use colour printing sparingly as it is relatively expensive. Print jobs requiring significant colour figures should be managed through the print unit.

Post
Incoming – there are pigeon holes for all academic staff in the School Office.
Out-going – there are internal and external mail trays in the School Office.
The Post room make 2 collections/deliveries per day at 9 am and 3 pm. Personal post may be put into the tray but must have the correct postage. Consult Christine or Rebecca if there are special postal arrangements which are required.
Fax
There is a Fax machine in the ground floor copying room. Office staff can show you how to use the fax machine if necessary.

Document Scanning
The photocopiers in the School are networked and can be used to scan black and white and colour documents.

Letterhead
The Admin Office staff will set up a template for headed paper for use with MSWindows.

Stationery
A wide range of stationery can be obtained from the School Office (e.g. Whiteboard marker pens and erasers). USB memory sticks are also held in the office. Photographs of all School staff members are located on the ground floor in the Mathematical Institute. Arrangements will be made by the staff in the School Office for your picture to be added to the board.

Smoking
A ‘no smoking’ policy operates throughout the University.

Tea and Coffee
Tea and coffee making facilities for staff are available on the first floor of the School or in the Rutherford Annex common room. You are expected to provide your own tea/coffee/milk but this can be left in the fridge in the kitchen. Users are expected to leave the kitchen in a clean and tidy condition. A microwave is also provided in the kitchen for personal use but again this should also be left in a clean condition. You are expected to provide refreshments for any individual visitors you receive.

If you are arranging an event or meeting involving external visitors and would like tea and coffee arranging for this please let the staff in the office know at least 7 days in advance.

Making Telephone Calls
If you are unsure what your phone extension number is please ask the staff in the school office, alternatively you can call switchboard by dialing ‘0’ from the phone and they will be able to confirm your number.

To make an external call from your office preface the number with a ‘9’. Some extensions can only make local calls, if this is the case, then dial ‘0’ to get through to Switchboard and ask them to put you through to the number required.

Private direct dialled calls should be prefaced by **444#9. All private calls via the switchboard should be declared as ‘private’. Staff in shared offices should keep a record of their private calls. The costs of any private calls will be deducted monthly from your salary.

Further information on use of telephone and voicemail services are detailed online at https://www.kent.ac.uk/campusonline/directory/using-your-phone.html
Recycling and Green Impact
The School supports the University’s Green Impact scheme and encourages staff to think carefully about the environmental impact of their actions. Paper, metal and plastics can be recycled via the green bins located by the photocopiers on the ground floor and on the first floor.

Used batteries, stamps and toner cartridges can be recycled via the main office. The School’s green impact notice board is kept up-to-date with environmental issues and is located on the stairs to the first floor.

The University is committed to sustainability and it is at the heart of everything that the University does as an organisation. The Green Impact scheme offers departments a practical opportunity to embed good environmental and ethical practices in their everyday work. SMSAS has a green impact team and all staff are welcome to join by going to www.greenimpact.org.uk/kent. Staff need to register themselves and then use the drop-down list to join the SMSAS team, called SMSAS Green Horizons.

SMSAS Green Horizons has identified key issues in the School that need addressing, one of which is reducing the amount of paper used in the School. One way of reducing paper is to use printers and copiers that have duplex (double-sided printing) facilities. As and when printers become obsolete the School will replace them with duplex printers. All photocopiers (that are used as printers) in the School can print double-sided, details of how to print/copy double sided can be found by the photocopiers.

For all information relating to the School’s Green Impact initiatives, go to: http://www.kent.ac.uk/smsas/greenimpact/

Further information regarding the University’s Green Impact Project is available at: http://www.kent.ac.uk/estates/sustainability/index.html

School Committees
The various University and School committees meet at least once per term. University policy is that all committee meetings should occur in term time to leave the vacations free for research and enterprise activity.

Computing and Web Committee
All groups within the School are represented on the committee and the committee includes a representative from Information Services. The committee makes recommendations to the Head of School for replacement and upgrading of equipment as well as setting policy regarding the School web pages. Minutes of the computing committee meetings are reported to School Board.

Learning and Teaching Committee (LTC)
The membership of the School Learning & Teaching Committee is determined by the Head of School and chaired by the Director of Learning and Teaching (DoLT). Currently, the composition is roughly 2 members of staff from each of the main areas: Mathematics, Statistics and Actuarial Science (one of the latter to be the Director of
Actuarial Science or his nominee) and 3 student members. The LTC meets once or twice each term.

The Committee is responsible for ensuring that the School undertakes its responsibilities in delivering undergraduate taught programmes of study: this includes approval of new programmes and modules, annual monitoring, responses to external examiners, periodic reviews and reviews by external agencies e.g. QAA. Also, monitoring of student progress, support and advice to students and implementing the decisions of Faculty Boards and the Learning and Teaching Board. For the official version of its remit and the Code of Practice see URL:
http://www.kent.ac.uk/teaching/qa/codes/taught/annexh.html

Research, Enterprise and Innovation Committee (R&E)
Reporting to the Faculty Research, Enterprise and Innovation committee, the committee has oversight of all aspects of the research and enterprise activity within the School. The committee is chaired by the School Director of Research (DoR) and membership includes the School Director of Enterprise and Innovation. This includes matters of policy, allocation of conference support for students and implementing the decisions of Faculty Boards and the Research and Enterprise Board.
https://www.kent.ac.uk/researchservices/res-govern-frmewrk/code-of-practice.html

Graduate Studies Committee
The membership of the School Graduate Studies Committee is determined by the Head of School and chaired by the Director of Graduate Studies (Research). The role of Director of Graduate Studies (DoGS) is divided between two staff who work closely together one focussing on issues for Research Programmes/Students and the other focussing on PG Taught Programmes and students.

Reporting to the Faculty Graduate Studies committee this committee is responsible for ensuring that the School undertakes its responsibilities in delivering postgraduate programmes of study: this includes approval of new programmes, student progress monitoring and to oversee the training and progression of students on research programmes. For the official version of the committee and DoGS remit and the Code of Practice see URLs
Research:
http://www.kent.ac.uk/teaching/qa/codes/research/annexi.html
Taught:
http://www.kent.ac.uk/teaching/qa/codes/taught/annext.html

Staff/Student Consultative Committee (Undergraduate and Taught Postgraduate)
The committee promotes liaison between staff and students. Regular meetings provide an early opportunity to learn and respond to difficulties arising in the delivery of our programmes. Agenda items also come to us because of issues surfacing elsewhere within the University, and where an SMSAS view is sought. Student representatives are elected from each year group and from each of our degree programmes.
The minutes of each meeting are reported to all SMSAS staff and students, and taken as a paper at the following Learning and Teaching committee, Graduate Studies committee and School Board.

**Staff/Student Consultative Committee (Postgraduate)**  
This committee meets termly and provides a forum for research postgraduate students to raise issues regarding supervision and research and also graduate training more generally.

**Athena Swan Committee**  
This committee meets termly and provides a forum for discussions of any matters about Equality and Diversity and ensures that these issues are fully considered in School policies and procedures.

**Student Experience Committee**  
This committee meets termly and considers all matters relating to the student experience and is aimed at monitoring School activities involving students. The committee will set up focus groups and work to engage students fully with the School. The committee will review and respond to student feedback from NSS and internal surveys.

**School Management Group**  
Chaired by the Head of School, this group meets regularly throughout the year to discuss all matters of strategic importance to the School, to formulate strategy and set school policy.

**School Board (incorporating Board of Studies)**  
All staff in the School are members of the School Board. The Board meets at least once per term. All matters which impact on the business of the School can be raised at School Board. The other committees in the School report to the Board.

Details and minutes of the Faculty committees can be found here [https://www.kent.ac.uk/stms/faculty/committees/index.html](https://www.kent.ac.uk/stms/faculty/committees/index.html)

**Committee Membership 2014/15**  
A full listing of the membership of the School committees can be found on the School web pages at [http://www.kent.ac.uk/smsas/committees/index.html](http://www.kent.ac.uk/smsas/committees/index.html)
Teaching and Learning

The allocation of teaching duties to individual staff members is the responsibility of the Head of each subject group, though normally all staff members will be consulted in advance. Normally, a plan will be determined to cover teaching for a whole year at a time.

The following information provides an introduction to Teaching and Learning within the School of Mathematics, Statistics and Actuarial Science. Please read through this information and follow the links. If you have any questions, please don’t hesitate to follow them up with the appropriate person(s).

You need to be aware of the following University Codes of Practice:

Credit Framework:  
http://www.kent.ac.uk/teaching/qa/credit-framework/index.html provides information on all aspects of marking, examining and the concessions process. Note that there are particular requirements (the categorical marking scheme) set down in Annex 10 for the marking of larger pieces of work such as projects, placement reports and dissertations.

Code of Practice for Quality Assurance:  
http://www.kent.ac.uk/teaching/qa/codes/index.html provides information on the process that governs the approval and delivery of programmes and modules. It provides information, for example, on the process that needs to be followed if you wish to recommend updates to a module. Further information can be obtained from the Director of Learning and Teaching (for undergraduate programmes) and from the Director of Graduate Studies (for postgraduate programmes).

   a. Programme specifications  
      http://www.kent.ac.uk/stms/studying/programmes/index.html
   b. Module specifications  
      http://www.kent.ac.uk/stms/studying/modules/index.html

In each case, choose the academic year of entry for the cohort and the ‘School of Mathematics, Statistics and Actuarial Science’ to see the available programmes/modules. Note the Learning Outcomes, both generic and subject-specific, and the detail that is laid down about the method of delivery and assessment. As a guide, each 15-credit module requires 150 hours of input from the student in total, to include all classes, personal study, work on assessments and revision for exams. This is doubled for a 30-credit module.

In addition:

Student Data System (SDS):  
Members of staff have access to this database SDS. Once you have logged in, use ‘Look Ups’ to search for your module. You will then be able to access various pieces of information, including a list of students registered for this module (note those with an Inclusive Learning Plan (ILP)). ILPs can change throughout the year and new ones can be added. It is the responsibility of academic members of staff to stay up-to-date and to make reasonable adjustments to comply with the contents of the ILPs for students studying on their modules; it is therefore a good idea to check back on a regular basis. If you have any concerns about
the content of an ILP or about how you might make a reasonable adjustment to comply with an ILP, please consult the Senior Tutor in the first instance.

Submission of coursework:
Coursework should be submitted by students to the Admin Office, with a cover sheet that can be obtained from the Office. The cover sheet requires the student to sign to indicate that the submission is their own work and provides a receipt to the student for the submitted work. All coursework should be submitted by 12 noon on the day of the deadline. (Ensure that deadlines are communicated clearly to the students and, if possible, are set up within the Student Data System (SDS). You should keep the Admin Office informed of the deadlines you set; Admin staff can set up the deadlines in SDS for you.) For undergraduate coursework, please do not set deadlines for submission that fall during the Christmas vacation. You should try to avoid setting deadlines for undergraduate coursework that fall during the Easter vacation; if you need to do this, the deadline should only be set after consultation with both the students and with the Director of Learning and Teaching.

Handling late coursework, extensions and concessions:
Make sure you are familiar with the School’s policy on handling late coursework (http://www.kent.ac.uk/smsas/currentstudents/policyprocedures/latecoursework.pdf), granting extensions to deadlines and the concessions process (http://www.kent.ac.uk/smsas/currentstudents/support/concessions.html). You should not accept late coursework for marking; without a pre-agreed extension, late coursework is given a mark of zero, though you are encouraged to accept the work and provide feedback to the student in the form of comments on their work. The Student Support Adviser can provide further information to students on the concessions process.

Plagiarism:
Make sure you are familiar with the School’s policy on handling suspected plagiarism cases. http://www.kent.ac.uk/smsas/currentstudents/policyprocedures/plagiarism.pdf

Moderation of module marks:
For each module, except those within Honours degree programmes for which the marks obtained do not contribute to the Honours classification (i.e. excluding Foundation Year and Stage 1 modules), and for each student, at least 80% of the work required for assessment must be marked by one Internal Examiner and subjected to moderation by a second Internal Examiner. This requirement is usually achieved by having an exam worth 80% or more, since exam mark processes satisfy this requirement. However modules where the exam is worth less than 80% need suitable arrangements in place. Further details on the requirements for moderation can be found in section 7 of http://www.kent.ac.uk/teaching/ga/credit-framework/creditinfoannex6.html.

Return of coursework to students:
Feedback on each piece of coursework is important to students as they work on, and seek to submit, further pieces of coursework. For this reason the University requires that, with the exception of substantial pieces of coursework such as projects and dissertations or any piece of coursework that needs to be seen by the external examiners, coursework will be returned, marked, within 3 weeks of submission (or during the first week of the following term for coursework submitted during weeks 10-12 and 22-24). The Admin Office logs and
monitors the deadline for submission of coursework by students and the date on which the coursework is returned to the students. Once marked, you can return the coursework to the Admin Office for return to the students, or you can hand the work back during a class. If you choose the second option, make sure you inform the Admin Office of the date on which you return the work to the students.

**Maintain a module ‘box’* for each module:**
Retain a copy of all teaching materials distributed to students, either electronically or on paper; keep the marking scheme and marked copies of 6 scripts for each assessed piece of coursework: two scripts that received first class marks (or the highest marks, if less than two scripts received first class marks), two scripts that received medium marks and two scripts that received low marks. The Admin Office will arrange to scan scripts and store copies electronically for you on request. (Where electronic submissions are made, including moodle quizzes used for assessment, or the coursework contributes a significant proportion of the module mark, e.g. dissertations, retain all submissions.) Module boxes should be retained for ‘1 year after graduation’, e.g. for a module taught to stage 1 students in academic year 1, retain the box until the end of academic year 9 (all students have at most 8 years to complete an undergraduate degree); for a module taught exclusively to postgraduate students in year 1, retain the box until the end of academic year 7.
* The ‘box’ can be an electronic repository, a paper file, or one of each, if preferred.

**Use of moodle:**
Students appreciate being able to access teaching materials on moodle [https://moodle.kent.ac.uk/](https://moodle.kent.ac.uk/). Consider what materials should be provided to help the students to get the most out of your lectures and classes.

**KentPlayer:**
KentPlayer is the system whereby you can record your lectures as you deliver them, using video or audio alone. These can then be edited if required and made available on moodle for reference. [http://www.kent.ac.uk/elearning/kentplayer/](http://www.kent.ac.uk/elearning/kentplayer/)

**Copying of teaching materials:**
Plan ahead! Any print run exceeding 6 sides (backed) with more than 30 copies, or requiring 100 or more copies of any number of sides, should be sent to the Print Unit. Their turnaround time is approximately 1 week, but it is recommended that you allow longer, particularly at peak times (beginning of term, for example). To send a job to the Print Unit, complete an order form (yellow, available from the Admin Office), attach it to a hardcopy of the document and pass it to Rebecca Broom in the Admin Office.

**Attendance monitoring:**
Students are required to attend all timetabled lectures/classes; attendance is monitored on a regular basis. The Admin Office will supply you with a sign-in sheet for one lecture/class per week for each module; the lecture/class that has been selected is indicated at the top of the sheet. (For large classes, two copies will be supplied.) At the beginning of the lecture/class you should make the students aware that a sign-in sheet is being circulated; it is then their responsibility to sign in before they leave. At the end of the lecture/class,
please collect the sign-in sheet and hand it in to the Admin Office. If you require sign-in sheets for any other lectures/classes, ask in the Admin Office.

Assistance with marking and in a class:
This can be provided by PhD students or Post-doctoral Research Associates (PDRAs) and should be arranged through the Postgraduate Support Co-ordinators. It is not appropriate for you to approach PhD students or PDRAs directly.

Library:
For each module the convenor is required to set up a reading list in the reading list system [http://www.kent.ac.uk/is/projects/readinglists/](http://www.kent.ac.uk/is/projects/readinglists/). You should use the library catalogue [http://www.kent.ac.uk/library/index.html](http://www.kent.ac.uk/library/index.html) to check that sufficient copies of all relevant, up-to-date books are available. If you feel that additional titles or more copies of existing titles are required, contact your group rep on the Library Committee.

Annual monitoring and student feedback:
At the end of each teaching term students are asked to provide feedback on the modules they have taken. This is handled electronically through moodle, using questionnaires set up by the Admin team. All responses to this questionnaire are made anonymously; the convenor receives a summary report of the results and is requested to share it with the other members of staff making input to the module. If this summary gives any cause for concern, or if the Learning and Teaching Committee or the Graduate Studies Committee require further information, the convenor may be asked to prepare a module report for consideration by the relevant committee. As a guide, an average score of 4 or below (out of 5) for any question can be seen as ‘requiring improvement’.

The National Student Survey (NSS):
One other way in which the University receives feedback from its students is through the NSS. This is a survey conducted by Ipsos MORI, an independent market research company, amongst (typically) final year students. The School receives feedback for its Finance and for its Mathematics and Statistics programmes; you won’t receive feedback on an individual level, but your actions throughout the year will influence the response achieved by the School. The questions posed to the students are given on page 24. Since results from the NSS feed into various league tables that affect student recruitment and the standing of the School within the academic community, please reflect on what actions you can take to raise the satisfaction level amongst our students. More detailed information about the NSS can be found later in this document.
The University undertakes similar internal surveys for undergraduates in earlier stages and for postgraduate students.

Office hours:
During each academic term you will need to set aside two regular one-hour slots per week (running from half past the hour if possible) during which you will be in your office for students to seek support on any of your modules or in your role as Academic Adviser.

Peer review:
Once per year you will be asked to observe a colleague during a timetabled class and to provide feedback to them. In return someone will observe one of your classes. This is
intended to be a supportive experience. If there is anything specific on which you would like feedback, let your observer know.

**Examinations:**
The process for setting and marking examination papers will be communicated by the Exams Officer prior to each examination session but is outlined in brief on pages 21 & 22. The convenor for each module (or a representative from the Module Team) is required to attend the first 10-15 minutes of the examination to respond to any queries that arise, and also to check that the students are using only permitted calculators. (Note that students may be sitting the exam in rooms other than the main exam hall. Staff in the exam hall can tell you where any other students are seated.) This person then needs to be ‘on call’ throughout the standard duration of the exam in case any further queries arise. If needed, he/she will be contacted by phone, so a contact phone number should be recorded on the ‘sign-in sheet’ before leaving the exam hall. The convenor (or a representative from the Module Team) should then attend each internal examiners meeting and each Board of Examiners meeting where marks from that module are to be considered.

**Boards of Examiners**
It is a formal requirement that all staff must attend all Examination boards of which they are members. In exceptional circumstances staff may be permitted to be absent. To apply to be absent from a Board of Examiners meeting please follow the instructions at the Faculty web site:
http://www.kent.ac.uk/Sciences/procedures_page/absentfromboemeeting.html.

**Revision sessions:**
Many students appreciate it if the lecturer for an Autumn term module arranges revision sessions either at the end of the Spring term or at the beginning of the Summer term. The precise timing of these sessions depends on student/lecturer preference and the date of the examination. In 2014/15 we will be trialling the automatic scheduling of two one-hour revision sessions for each Autumn term module, to take place in weeks 23-24. If you do not plan to use your allocated sessions, or would prefer an alternative, please smsastimetetable@kent.ac.uk so that we can cancel your sessions or book alternatives. Please note that revision sessions for modules taken by undergraduates should be held during term time only.

**Student Charter:**
Please see the Student Charter, agreed between the University and the Student Union. http://www.kent.ac.uk/regulations/general.html

**Other points**
Lectures at Kent always start 5 minutes past the hour, and end 5 minutes before the hour, because students may need to get to the other end of the campus in time for the next lecture or class. Please leave lecture rooms tidy and free of papers (for example, any spare handouts you have distributed). Please leave boards clean. Please report faults such as defective lights, OHPs or boards with indelible markings as soon as possible so that they can be rectified, faults can be reported online using the sharepoint site set up for the purpose https://sharepoint.kent.ac.uk/academic/rooms/Lists/rooms/AllItems.aspx
McVittie Library
The McVittie Library is primarily used as a social area but is occasionally used for meetings, vivas, etc., requests for bookings should be made through the Admin Office.

Equipment Bookings
The School holds a number of Laptops, a portable Data Projector and Laser pointer which can be booked out from the School Office.

UELT
UELT offers a range of services both for individual members of staff and for University Schools as part of their Academic Staff Development and Quality Promotion activities. There is help for new lecturers on which courses may help with their career development. See the UELT website which can be found at http://www.kent.ac.uk/uelt/staffintro.html

Post Graduate Certificate in Higher Education
All new staff who do not already hold a teaching qualification will be expected to enrol on the Post Graduate Certificate in Higher Education (PGCHE). Details of the PGCHE can be found at the UELT website at http://www.kent.ac.uk/uelt/staff_development/pgche/

Timetable
The teaching timetable is organised centrally via the Timetabling Office. The School timetabling co-ordinator will request information from all staff regarding constraints on availability and equipment requirements for teaching facilities and will liaise with the Timetabling Office on your behalf. Ad-hoc room bookings for activities other than teaching can be made directly via the online form but please be aware that teaching requests will take priority. Timetable data can be viewed via the Online Timetable Information System (OTIS) which can be found at http://www.kent.ac.uk/ettoffice/otis.html. Some elements of your personal timetable can be viewed via the Student Data System, under the Personal Tab. Any problems or requests for changes to the timetable should be reported via the dedicated email address smsastimetable@kent.ac.uk will take these up with Timetabling Office.

If you need to cancel a lecture or class for any reason, please inform the Admin Office imsadmin@kent.ac.uk and smsastimetable@kent.ac.uk and either inform the students yourself, or ask the staff in the Admin Office to do this for you. If this is likely to be more than a one off occurrence please notify smsastimetable@kent.ac.uk as soon as is reasonably possible. This will ensure that those students who sign up to receive daily texts containing their timetable are provided with accurate information and vacant rooms can be used for other events.

Examination Formats and Setting
Most Mathematics and Statistics modules have 2-hour examinations for which the question paper is divided into two sections. Section A contains six short questions, and Section B contains three or four longer and more demanding questions.

Actuarial Science papers tend to be more varied in their format, but many contain five questions, of which candidates are asked to attempt only a limited number.
To gain credit on any undergraduate module, a student needs to obtain an overall mark of 40. It follows that staff need, when setting papers and coursework, to work to a standard which allows a weak candidate, but one who deserves to pass, to obtain 40 marks. For postgraduate modules the University is transitioning to a pass mark of 50 for these modules.

**Preparation of examination papers**

At Kent, all staff have roles as examiners, and in general will set and mark questions on topics they have taught themselves.

The examinations officer for each Stage distributes a circular to staff calling for draft examination papers, confirming moderators and setting deadlines. While other members of a module lecturing team will generally contribute questions, it is the responsibility of the convener to ensure that a full draft examination paper is produced, and to check coverage (for example, ensuring that there are no unacceptable overlaps between questions). Draft questions must be accompanied by full worked solutions, so that it will be possible for others to check the difficulty and length, and thus to ensure fairness. Examiners should also indicate, for each part of each question, how it relates to the teaching of the module. (For example, "bookwork", "example similar to one done in class", "new application"). A detailed marking scheme for each question is also required expanding on that printed on question papers.

The Heads of Group, via the examinations officers, nominate a moderator or moderators for each module. The draft questions will be considered first by the moderator, and the paper must be agreed between the module team and the moderator or moderators.

In the modules which are used in the classification of an award or as part of the agreement to award professional exemptions, the draft paper will then be sent to the appropriate external examiner for his or her approval. The external examiner may of course require corrections or make suggestions for improvements to the paper.

Once the (internal and/or external) moderation process is complete, it is the convener's responsibility to ensure that the paper is typeset using an appropriate house style. In general, Mathematics and Statistics papers use LaTeX (for which a style file of macros is available), and most Actuarial Science papers are set using MSWord.

It is also the convener's responsibility to check the proofs, and to ensure that the rubric and other details are correct. Two copies of the final paper must be delivered to the Registry Examinations Office, who arrange printing.

**Marking examination papers**

The convener allocates marking duties to each member of the module team. Generally, the same person marks all attempts at any one question. To ensure uniformity, marking instructions are supplied by the examinations officer.

When this "first marking" is complete, scripts are passed to the moderator, who is responsible for checking on every script that every page has been marked and that the arithmetic is correct. The moderator should also check the marking on a number of scripts.
Excel mark sheets are prepared by the School Office and may be downloaded from file:///ad.kent.ac.uk/dfs/ims/ims-misc/Marksheets. Convenors are encouraged to use the electronic sheets to calculate totals and provide an electronic record, however hard copy must be produced and signed off by the markers; the completed hard copy mark sheets are then passed to the Christine in the School Office.

**Assessment of Projects**
Projects and other similar exercises cannot be marked using the sort of marking schemes generally used for marking questions in mathematics and related subjects. The School has two sets of Explicit Assessment Criteria (undergraduate and postgraduate) which are used to help assess a project. Projects will be assessed by two members of staff, one of whom will normally have been the student’s project supervisor. In certain cases (module MA599, MA600 and MA601) marks awarded by a marker will be informed by a short oral examination; the main aim of this may be to check that the work reported in the project was done by the student. Projects and single pieces of coursework which comprise a significant proportion of the assessment should be marked using the University’s approved categorical mark scheme.

**Office Hours**
All teaching staff are expected to set aside 2 hours per week during term time when students can come to see them in order to discuss issues with course material. You will be asked to nominate which hours you prefer and these will be published. While it is appreciated that staff cannot always be available during their office hours where possible it is expected that they will do so. If for whatever reason a member of staff is unavailable during their published hours please make students aware of this.

**The Academic Adviser System**
The University requires each School to devise and run a Personal Academic Support System (PASS). SMSAS operates this through selected members of staff acting as an Academic Adviser to a group of students. Academic Adviser responsibility is reflected in the School’s workload allocation model.

This system is a valuable way of providing support and advice to all our students. On arrival at Kent, each SMSAS undergraduate student will be assigned a personal Academic Adviser. The student will normally keep the same Academic Adviser throughout his or her time at Kent. If an Academic Adviser is away from Kent for any period during term-time, he or she is asked to arrange for a substitute who can access relevant information and fulfil the adviser function.

The personal Academic Adviser is the first port of call for any student with academic problems or questions. While Academic Advisers cannot be expected to handle all queries, they should be aware of the various sources of help available to students. Many of these are listed in the "Welfare" section of the university's website. The School has a Student Support Advisor, who can be consulted, and Academic Advisers are also able to consult the Senior Tutor.

Communication may also operate in the other direction. If it becomes apparent to any member of staff that a student may be in academic (or indeed other) difficulties, then the
student's Academic Adviser may be asked to talk to the student in the first instance. In particular, Academic Advisers will often be informed if a student repeatedly misses classes or fails to hand in set work. Persistent failure to attend or complete set work could of course, result in a student being required to leave the University, and it helps greatly in avoiding this possibility if Academic Advisers can keep in touch with their students.

Academic Advisers should refer to the Academic Adviser Handbook which can be obtained from the Senior Tutor.

**National Student Survey (Additional Information)**
The National Student Survey takes place annually. This is run by IPSOS-MORI and feeds in to all league tables and rankings nationally and internationally. IPSOS-MORI use data from the University HESA return to identify the cohort for a given year (usually this approximates to final year students but will include some individuals on Year in Industry or at stage 2 of their programme. Students are contacted directly and are asked to complete the survey during the Spring term usually between January and April.

The survey consists of 23 Questions separated into 8 themes relating to the following aspects of the student learning experience. Students are also given the opportunity to give positive and/or negative comments on their student learning experience as a whole at their university.

The following themes and questions form the basis of the survey.

**Teaching on my Course**
1. Staff are good at explaining things
2. Staff have made the subject interesting
3. Staff are enthusiastic about what they are teaching
4. The course is intellectually stimulating

**Assessment and Feedback**
5. The criteria used in marking have been clear in advance
6. Assessment arrangements and marking have been fair
7. Feedback on my work has been prompt
8. I have received detailed comments on my work
9. Feedback on my work has helped me clarify things I did not understand

**Academic support**
10. I have received sufficient advice and support with my studies
11. I have been able to contact staff when I needed to
12. Good advice was available when I needed to make study choices

**Organisation & management**
13. The timetable works efficiently as far as my activities are concerned
14. Any changes in the course or teaching have been communicated effectively
15. The course is well organised and is running smoothly
Learning resources
16. The library resources and services are good enough for my needs
17. I have been able to access general IT resources when I needed to
18. I have been able to access specialised equipment, facilities or room when I needed to

Personal development
19. The course has helped me present myself with confidence
20. My communication skills have improved
21. As a result of the course, I feel confident in tackling unfamiliar problems

Overall Satisfaction
22. Overall, I am satisfied with the quality of the course

Students’ Union (Association or Guild)
23. I am satisfied with the Students’ Union (Association or Guild) at my institution

It is important to bear in mind that student satisfaction is increasingly being used as a metric by which the School is assessed and the NSS feeds directly into league tables which in turn affect student recruitment.

You should be aware of the need to:

- communicate effectively to a diverse cohort of students which includes home, international and students with particular learning requirements.
- be clear to students what form feedback will take, when it will be given and how the particular feedback style adopted supports the learning requirements for the work. Do not be afraid to emphasise all the feedback opportunities you are creating.
- ensure students are alerted to feedback opportunities and encouraged to engage in classes, staff office hours, online and academic adviser meetings
- articulate (and repeat) reasoning and pedagogy that underlies the teaching style
- engage with staff development opportunities both within the School and University

The School has made considerable investment in improving the student experience and this has included

- Investment in additional academic staff
- Curriculum review for all programmes
- Investment in teaching facilities such as improvements to the Maths Lecture Theatre
- Improved library stock
- Access to online e-books and resources
- Appointment of a dedicated Student Support Adviser
- Changes to School Office opening times
- Changes to process for submission of work
- Provision of computing facilities for stage 3, stage 4 and postgraduate students
- Provision of Quiet Study Room in Cornwallis
- Booking rooms for student study groups
- Employability and careers events
- Appointment of a dedicated Placements Officer
- School support for the Student Society
- Support for VALUE and VALUE+ programmes
• Peer Mentoring Scheme
• Feedback Sessions
• Option to receive daily timetable via text message

Undergraduate Admissions
The School is of course very keen to recruit well-qualified students for all its degree programmes. The Undergraduate Admissions Officer handles applications and is supported by the School admissions assistant. They work closely in conjunction with appropriate staff from the (Registry) Admissions Office which is part of Enrolment and Management Services (EMS).

The School offers a number of bursaries to support students and these can be offered in conjunction with University funding. More information about the support available can be found at http://www.kent.ac.uk/finance-student/funding/welcome.html.

The School holds several applicant visit days ("UCAS days") each year for candidates for admission and for their parents. These are mainly on Saturdays. The School also actively participates in University open days.

On visit and open days, visitors are given talks, including one by a current student, a campus tour and an opportunity to ask questions. Staff are asked to make themselves available on these days so that there are people available to answer the questions!

Outreach Activity
The SMSAS is keen to engage with the local community and with local Secondary and Grammar Schools. The School Outreach officer has overall responsibility for co-ordinating activity in Schools. Staff may be asked to develop material to support this activity, give suitable talks or present material at such events.

School Policies and Procedures
The latest versions of the School’s policies on a range of issues can be found online at http://www.kent.ac.uk/smsas/currentstudents/policyprocedures/index.html#other
Research

Research Seminars
The School runs regular research seminars. If you wish to invite seminar speakers whose talks may be interesting to you or to your group, you can suggest them to the seminar organiser in your group. The School will cover the expense of the travel (within the UK) and other related costs.

- Mathematics Seminars: Tuesdays at 14.30 in the Maths Lecture Theatre
  Research group meetings are organised Ad-hoc and details can be found on the web
- Mathematical Physics: Wednesday at 11.00 in the McVittie Library
- Statistics Seminars: Thursday 14:00 in the Maths Lecture Theatre
- Actuarial Science Seminars: Ad-hoc see web for details
- Kent Centre for Finance: Ad-hoc see web for details
- School Seminars: Arranged annually see web for details

Travel and Conference Bookings
Staff intending to travel to conferences or courses (in the UK or overseas) should consult with the Finance Administrator before making any bookings.

Travel and accommodation bookings should usually be made through the University’s travel specialist as this can then be paid via a purchase order. This can be arranged through either the Finance Administrator or the PA to the Head of School. If cheaper alternative travel/accommodation can be found these can be booked and paid for through the University’s payment system. Staff should not book travel on personal credit cards except under exceptional circumstances.

Conference or course registration fees can be paid for in advance and can be done via the University’s payment system. Consult with the Finance Administrator or PA to the Head of School for guidance on this and all travel arrangements. Please note that it is advisable to book registration/flights well in advance to make use of early bird discounts and cheaper flights. Please do not leave booking travel/accommodation/registration until the last minute.

When travelling on University business please keep all receipts (not credit card payment receipts) to support expenses claims.

The School actively encourages staff to use public transport, wherever practicable to get to meetings/conferences.

Insurance for Conference Trips
This is arranged on-line via the Finance Department’s insurance web site at: http://www.kent.ac.uk.registry-local/finance/staff/insurance/.

The following instances of business or course/conference-related travel should be notified to the University insurance office:
All travel by air (internal UK and overseas); All travel outside the UK (by any method of transport); UK travel not by air (journeys must involve an overnight stay away from a person’s usual place of residence).

The insurance travel form must be completed at least 5 days before departure: http://www.kent.ac.uk/finance-staff/services/insurance/travelform.html

If travel is booked through the University’s travel specialist a separate insurance form is not required.

Access to School Funding for Research Support
The School has agreed to provide new staff employed on on-going contracts with a one-off start up fund of £1,000 to assist with grant applications, travel and generally to support research and enterprise; this money can be carried over from one academic year to the next.
All other members of academic staff are allocated £500 per person for travel expenses to support research and enterprise activities not covered by other awards.
In addition to the above, the School will also make a fund of £1,000 available to any staff who have had a break in service of more than 4 months. This funding is intended to assist the staff member in re-establishing their research presence and/or support scholarship activity. These funds will not be granted to staff who are returning from study leave or a voluntary unpaid leave of absence but are intended to support staff returning from career break, a period of ill health, maternity leave etc.

Grant Applications
All applications for external funding should be processed through the University system KРИМСОН. http://www.kent.ac.uk/researchservices/krimson/

The School provides additional incentives for staff to apply for large or prestigious grants (such as for instance EPSRC grants, Marie Curie Fellowships, etc.). For each submission submitted but not funded, the School will allocate funding of £500p.a. for up to two years for the principal investigator in recognition of their work in putting together an application and order to help encourage and support future research developments.

Grant Overheads
It has been the School’s practice to help incentivise grant applications and reward success by making a proportion of the grant overhead available to the principal investigator named on the award to be used to support their research.

For a grant which has been costed using fEC the School will rely on the overhead figures provided by the Research Office to allocate money. The PI can expect to have the overhead set aside for their use during the life time of the grant.

Support for Research Students
It is important for supervisors to note that in addition, School Conference Support grants provide limited support for postgraduate students to take part in seminars, workshops and
conferences outside Kent. Each research student is allocated a budget to provide support for travel, accommodation, subsistence, registration fees and the preparation of conference posters.

**Director of Research’s Fund**
The Director of Research has a modest discretionary budget aimed at providing small sums in support for research activities which cannot be funded from other sources, such as journal submission fees. To request funding staff should email the Director of Research outlining the amount required, use to which the funds will be put and making a case which outlines the steps already taken to attempt to secure funding from other sources.

**Consultancy Income**
It is expected that staff will undertake consultancy work on behalf of the School as part of their **normal duties** and that the time spent on such duties will be allowed for within the School’s Work Allocation Model.

It is expected that consultancy agreements will be arranged via the Kent Innovation and Enterprise Unit. [http://www.kent.ac.uk/enterprise/university-staff/enterprise-projects/index.html](http://www.kent.ac.uk/enterprise/university-staff/enterprise-projects/index.html).

Income generated from such agreements will be paid directly to the University by the client and will appear within the School budget, this income will be subject to the any University charges, such as the overhead to the Enterprise Unit where applicable.

The School will retain a proportion of the income to cover staff salaries, space and other costs. The staff undertaking the consultancy work will get a percentage of the remaining funds allocated for their usage within the School budget. The amount will be based on a percentage of the total income generated and is intended to act as an incentive for the generation of consultancy income. Staff expenditure from the funds in the ERA is bound by University purchasing guidelines.

Alternatively staff may request that the percentage be paid as a bonus to salary. This payment will be made through the University payroll system and will be liable for the usually pay deductions (tax, NI etc.).

In exceptional cases it may be possible for staff to undertake consultancy work which falls **outside their normal duties** but which still involves the University/School. Such work would not fall within the WAM as it is expected to be outside normal duties. In these cases the School will take a percentage of the total fee to cover University taxation. The balance will then be either held for the individual by the School as above or an additional payment will be made to the staff member’s salary. This payment will be made through the University payroll system and will be liable for the usually pay deductions (tax, NI etc.).

Where a consultancy contract is being undertaken as outside normal duties but the money is processed through the University accounts, the percentage taken by the School must be sufficient to cover the University expenditure tax.
Publications

Kent Academic Repository
All staff are expected to keep their publications list and documentation up to date on the Kent Academic Repository [https://kar.kent.ac.uk/](https://kar.kent.ac.uk/). Logging in with your University of Kent username and password will give you access to deposit your work in KAR. Publication data on KAR is used to produce the lists published within your staff profile on the School web pages.

Open Access Publishing
HEFCE new policy on open access in the post 2014 REF requires that all conference proceedings and journal articles accepted for publication after 1 April 2016 must be published open access from the point they have been accepted. This means that after acceptance of a paper (article or proceedings) you have 3 months to deposit the accepted version of your output in KAR (arXiv is also acceptable but it would simplify things if all outputs were stored in the same place). The policy respects embargo periods set by publication. However, for Panel B (including Mathematical Sciences), the embargo period should not exceed 12 months. There are also deposit exceptions and access exceptions.

SMSAS wishes to start complying with this HEFCE policy from now on. It is therefore important that staff choose the journals they are submitting articles to very carefully. In particular, staff should be aware of the Open Access policy of the journal in order to ensure that their article has a chance to qualify for the next REF.

Open access publication, and in particular green open access publication, should therefore been seen as the preferred route. Where possible, staff should seek funding to support open access publication from external funding sources.

The University has some funding to meet the costs and fees for articles to be on Gold Open Access (see link below: Requesting an APC). At present this will be restricted to papers considered as 3*/4* or to papers funded by a research council.

If external sources are not available and an application for central University funding has been unsuccessful the School will support staff in meeting the publication costs. A School budget will be agreed with the Head of School annually for this purpose. The requirements for funding and the case for the selected journal should be set out briefly in writing (the format used for the University application set out below should be used) and discussed with the Director of Research.

If the DoR supports the proposal they will inform the School’s Finance Administrator and funding will be allocated.

It is required that staff should make use of Kent Academic Repository for new publications.

Proposals for University / School funding should include the following information

a. The name of the original funder;

b. The name of the original project;

c. The title of the output;

d. The title of the intended publication;
e. The publisher to which they wish the payment to be made

In addition you should confirm either that Green OA is not available or, if it is, the reason why Gold would be justified in this case.

Useful links:
A quick guide to open access:
http://www.kent.ac.uk/researchservices/docs/quick%20guides/LT_116936_Research%20Services%20Inserts_FINAL_web%204.pdf
Requesting an Article Processing Charge (APC) from the University:
http://www.kent.ac.uk/library/research/open-access/?tab=request-an-apc

Visitor Policy
The School recognises that hosting visiting academics is a key part of the research community of the School and is important both in terms of building collaborative links and in increasing the profile of the School. However, space within the School is at a premium, with expanding staff and postgraduates competing for office space, it is becoming increasingly difficult to accommodate requests for desk space for academic visitors. The following process must be followed for visits to be approved.

For all visitors an absolute minimum of 3 weeks’ notice is required if support facilities are needed (i.e. office space and computing facilities).

For visitors who are expected to be here for a stay of less than 1 week a simple email which sets out clearly the name of the visitor, their status and the precise dates that they will visiting for and the facilities they will need should be sent to the imsadmin@kent.ac.uk and copied to the School Administration Manager.

For visitors staying for more than 1 week, a more formal University appointment should be sought. This requires Faculty approval, the appropriate forms can be found on the Faculty web pages at http://www.kent.ac.uk/stms/documents/forms/honappoint-form.pdf (for visiting professors there is a slightly different form http://www.kent.ac.uk/stms/documents/forms/honappoint-form-prof.pdf). The appropriate form should be submitted to the Head of School at least 4 weeks in advance of the visitors planned arrival and must be accompanied by a copy of the visitors CV. Again an email should be sent to imsadmin@kent.ac.uk with the same information as required above.

While we will continue to try to ensure that appropriate facilities are available for visitors the facilities will be allocated on a “first-come first-served” basis

Supervision of Postgraduates (University Code of Practice)
Information relating to the supervision of postgraduates can be found on the University’s quality assurance web site:
http://www.kent.ac.uk/teaching/qa/codes/?tab=research-programmes

If the primary supervisor of a PhD student is absent from the University for a period of greater than 4 weeks, the Director of Graduate Studies should be informed of the
arrangements for supervision in the absence of the supervisor. Staff are encouraged to consult with their Head of Group or the Director of Graduate Studies if they have questions about appropriate arrangements.

Supervisors act as part of a supervisory team.

Progress review meetings will be held as set out below:

1. Induction Review (within 1 month of starting)
2. Probation/Upgrading Review (within 12 months)
3. Second Year Progress Review (within 24 months)
4. Submission Review Meeting (approximately 3 months prior to the end of registration).

Although the above are the formal progress meetings required by the School and the University’s Code of Practice it is expected that students meet with their supervisor regularly on a less formal basis to discuss work in progress. It is often useful if some record is kept of these less formal meetings; students and supervisors are therefore advised to keep either a simple log of meetings or to retain email correspondence which would show that regular contact is being maintained.

This is particularly important if a student is from overseas and subject to scrutiny by the UK Borders Agency. The University is required to report on students who hold study visas and to confirm that they are in attendance.

Research Ethics
The University has procedures for ensuring that all research projects conducted by Kent staff or students on human subjects are run ethically. Most research conducted by SMSAS staff will of course not involve human subjects. However, if you, or a student working under your supervision, are involved in a project which does have human subjects, you should check whether you need to gain ethical approval. Detailed information is available at the URL http://www.kent.ac.uk/Sciences/faculty-office/adminprocedures/research-ethics/index.html on the Sciences Faculty website.

Sabbatical / Study Leave
To enable staff to have substantial uncluttered time for research, the University has a sabbatical leave policy which may enable staff to take one term’s sabbatical leave for each six terms of full-time work. When a member of staff is on leave, the remaining members of the School will have to cover that person’s commitments in teaching and his or her administrative duties. More information on how to apply for study leave is available online at http://www.kent.ac.uk/hr-staffinformation/policies/acadabsence.html

Statistics Desk
Statistics staff in SMSAS operate a statistical advice service for staff and students throughout the University. If you are joining the Statistics group, you will be asked to contribute to running this service.
Staff Support and Development

Support Resources
The University offers a wide variety of support resources. The Unit for the Enhancement of Learning and Teaching (UELT) focuses on promoting quality in teaching and learning. It provides an extensive support programme, available to all students including learning advice and student workshops. Further information is available at www.kent.ac.uk/uelt.

There are many other support units across campus. These include a confidential counselling service, a Disability and Dyslexia Support Services, crèche facilities, and the Chaplaincy. Further details are available at www.kent.ac.uk/guidance/.

Staff Sickness Absence
The University has a Sickness Absence Policy which applies to all staff. The policy can be found at http://www.kent.ac.uk/registry/personnel/pol-pro-docs/sickness_absence/managing_sickness_absence_policy_%20wef_jan_09.pdf

Please note that the policy states that:

“On the first day of sickness absence employees should notify School that they will not be attending work. Contact should usually be made before work is due to commence or within one hour of this start time, and should be made personally by telephone”.

In SMSAS it is requested that all staff notify the Admin Office on 01227 827181 or email imsadmin@kent.ac.uk if they are unwell and not able to work. This information will then be passed to relevant parties. If possible it would be helpful if an indication of the expected length of absence could be made. In the event of a prolonged absence staff, are asked to keep the School informed of any changes to their circumstances. We will be required to complete the Sickness Absence Notification/ Self Certificate form (http://www.kent.ac.uk/registry/personnel/pol-pro-docs/sickness_absence/sickness_absence_notification_and_return_to_work_forms.doc) which will need to be signed off when the staff member returns to work.

For absences of less than a week these forms will be sent directly to the payroll office once the member of staff has returned to work and the papers have been signed off, there will be no requirement for additional self-certification notes. A copy of the completed form will be retained by the School Administration Manager.

For absences of more than a week, an unsigned copy of the form will be sent to the payroll office with a note on the form that this is incomplete but involves an absence of more than 7 days, in order that payroll can make the necessary adjustments. The signed form will then be passed to the payroll office once the member of staff has returned to work.

On their return to work after any absence, staff should attend a return to work interview with their line manager, to ensure they are fit to return to work and where necessary to arrange appropriate support. This need not be a lengthy interview and maybe used as an opportunity to sign off the required paperwork.
**Holidays**
All absences (conferences, annual leave, working from home, etc) should be notified to the Admin Office.

**Leave of absence during term time**
It is a general rule that academic staff may not take holidays during term-time. This does not, of course, apply to short absences from the University campus to give seminars, attend research meetings or visit research collaborators. However, to ensure continuity of teaching, staff wishing to be away from Canterbury, for two days or more, during term-time need to apply for leave of absence. For details of getting permission for leave of absence during term time follow the instructions at the Personnel web site: http://www.kent.ac.uk/registry/personnel/pol-pro.htm#leave.

**Study leave**
Study leave procedures can be found at the Personnel web site: http://www.kent.ac.uk/registry/personnel/pol-pro-docs/study/study_leave_procedure.pdf

**English Language Support**
A resource for all non-native speaking staff at the University of Kent. Classes are free of charge. If you require further information visit:

The English Language Unit  
School of European Culture and Languages  
Cornwallis Building  
The University  
Canterbury  
Kent  
CT2 7NF U.K.  
or email eng-lang@kent.ac.uk

**Reflect Plan Develop**
The University operates reflective framework for the review and planning of staff workloads and to ensure that each member of staff has a clear view of their contribution to the organisation as a whole. You will be asked to reflect and review your progress and to discuss future plans with a member of staff in the School every year. Before the RPD meeting, you will complete a short document describing your work over the last year and plans for the next year. More information on the framework and support available for staff is available at http://www.kent.ac.uk/human-resources/rpd/index.html

**Promotion**
Academic staff will, naturally, wish to be considered for promotion to higher grades. There is a standard procedure; all eligible staff will be notified in good time before the annual deadline for applications. Discussions about promotion will be part of the RPD process but can be raised with Heads of Group at any point. The School has an internal promotions committee, this group will review applications for promotion and will provide constructive feedback to applicants. The School committee DOES NOT make recommendations or judgements on the quality of a promotions application.
The panel is responsible for:

1. reviewing all of the applications for promotion and providing an objective and evidenced assessment of the strengths and weaknesses of the application;
2. providing a list of potential referees; and
3. undertaking a review of all other academic staff who are eligible for promotion, but who have not made an application this year and making a report for the Faculty Promotions Committee which will be taken forward to the University Promotions Committee.

Further information about promotion and salary review can be found at [http://www.kent.ac.uk/hr-staffinformation/promotion-salary-review/index.html](http://www.kent.ac.uk/hr-staffinformation/promotion-salary-review/index.html)
General University Information

Emergency procedures
An Emergency Procedure Notice is displayed in all teaching rooms which you should read and take note of the fire exit routes. A short safety training session is given to new staff on arrival. Please also note that the fire alarm bell in the Mathematical School is tested at 8.35am on Wednesday mornings.

University Facilities

Banks
Two of the main banks in Britain each have a branch on campus. They are: Santander and National Westminster. There are cash machines for various other banks on campus.

Buses
Leave from the bus stop by Keynes College stop approximately every 20 minutes. The last stop is the bus station in Canterbury. Journeys cost approximately £1.50 each way and bus timetables are available from the bus station. Contact Barbara Delaney in the Estates for subsidiary for staff.

Car Parking
In order to qualify for a parking permit you should be employed by the University either on a permanent basis, a contract or a temporary contract.
http://www.kent.ac.uk/estates/services/parking/
Parking permits for visitors to the School can be arranged through staff in the School office, contact the Head of School’s PA in the first instance.

Shops
Eliot College
Monday to Friday 0800 - 1500 hours
This small shop sells sandwiches, pies and pasties, cookies, muffins, drinks, breakfast cereal, tea, coffee, milk, general confectionery and cigarettes. Newspapers, magazines, diaries, general stationery, stamps and phonecards are available. It also has a small pharmacy area (non prescription) and general household goods such as washing powder, batteries and even small travelling clocks.

Parkwood Supermarket
Monday to Friday 0800 - 2000 hours
Saturdays and Sundays 1000 - 1600 hours
This is a small supermarket with a full range of household goods, food and other essential items. It also has newspapers, stationery and stamps. There is a small off-licence area and cigarettes are also available.

Blackwell’s Bookshop
Blackwell’s have a bookshop on campus which stocks textbooks for taught programmes. They have an ordering service and University staff can obtain a discount on purchases.
Catering and Bars
A full list of catering and bar outlets is available from the Kent Hospitality website:  
http://www.kent.ac.uk/catering/

Accommodation
For rented accommodation in Canterbury, please see website:  
http://www.kent.ac.uk/hospitality/staff-student/accommodation/offcampus/index.htm

Sick bay (Eliot College)
Telephone 01227-761460 or internal 3503
The Sick Bay is available for support, advice, treatment of minor illness and injury and contraceptive advice (including supply of emergency contraception). The service provides a ‘drop-in’ facility to discuss health problems with the nurse and receive treatment where appropriate.

Colleges
College membership for Academic and Related staff will be arranged by the Registry.

Sports centre
The university has recently extended the Sports Centre to include a brand new fitness gymnasium and cardio theatre, containing all the latest, state-of-the-art, fitness equipment. Other facilities at the Sports Hall include badminton, netball, basketball, volleyball, tennis, cricket, a dance studio, a climbing wall, over 20 fitness classes a week, solarium and sauna, squash courts, floodlit playing fields with all-weather pitches, a sports injury clinic and a sports equipment shop. Furthermore, the Sports Federation, funded by the Students’ Union, runs over 40 student sports clubs including fencing, sailing, sub-aqua, volleyball, karate, football, rugby and climbing. Further information, including details of membership prices, can be found at www.kent.ac.uk/sports.

For details of Sports Centre Membership Card see the Sports Centre Website http://www.kent.ac.uk/sports/staffmem.htm.

Students’ union
The Students’ Union is the organisation run by the students, for the students. It is primarily charged with responsibilities of welfare and entertainments. The Advice and Information Services Department provides individual, detailed advice to students. They can provide advice on academic problems, debt, hardship funds and loans, accommodation problems, health charges and various legal problems. With regards to entertainment, they run many societies and clubs. The Union has a purpose built entertainments venue called ‘The Venue’. Here they encourage involvement through a varied entertainments programme through participation in events such as international nights, salsa dancing, garage, house and drum and bass. Further information can be found at www.kentunion.co.uk

Library
The Templeman Library contains over a million books, periodicals, pamphlets, audio tapes, videotapes, slides and microforms which form the essential resources to support student study. Furthermore, the library offers quiet study areas and networked PCs. There is access to the Library Web Catalogue, the European Documentation Centre, special collections and
Gulbenkian Theatre
The Gulbenkian Theatre is located next to the Computing Laboratory. They have a licensed bar situated in the foyer that serve light meals throughout the day. There is a real mix of live entertainment featuring dance, music, drama and comedy. Tickets can be booked in advance and there are concessions for students. The Gulbenkian Theatre is also the home of Cinema 3. Cinema 3 shows a wide range of films including archive and new non-mainstream releases such as foreign language and minority cinema not necessarily shown elsewhere within the region. Further information, including details of all forthcoming events, can be found at www.kent.ac.uk/gulbenkian.

Music
The University of Kent boasts a flourishing music programme organised by the University’s Director of Music and the Students’ Union Music Societies. The programme is accessible to all staff and students. If you sing or play an instrument you can join the Choral Society, the Symphony Orchestra, the Concert Band or the Chamber Choir. All rehearse weekly and perform public concerts around campus, Canterbury Cathedral, the Marlowe Theatre and beyond. Many other societies and groups are formed each year. Further details can be found at www.kent.ac.uk/music.